



Title III Coordinator

Salary: Commensurate with experience

Tour of Duty: 12 Month Position (Part Time)

Location: Detroit, MI

Reports To: Executive Director for Special Education

To Apply: [Click here](#)

Our students need your expertise, passion and leadership.

We are looking for highly motivated and skilled talent to join our team at the Education Achievement Authority of Michigan (EAA). We seek individuals who are passionate about transforming the lowest performing schools in Michigan and making a significant difference in the lives of students, parents, principals, teachers, and central office employees.

Currently, the EAA runs fifteen schools of which twelve are direct-run and three are operated by a charter. Under the new leadership of the Chancellor, the EAA is committed to being a system of high-performing schools and not just a school system. We believe that all children are capable of high academic achievement. We continuously seek methods of improvement while enhancing the great work that our teachers, leaders and support staff do on a daily basis. Join our team!

Position Overview

The Title III Coordinator provides vision, leadership guidance and support in the design and implementation of programs and services to support the Education Achievement Authority English learners (EL's)/emergent bilingual students. The Title III Coordinator leads the design, monitoring, and continuous evaluation of programs using formative and summative data. This position works collaboratively with others to support improved achievement for all students.

Essential Duties and Responsibilities

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties, and/or skills required. Other duties may be assigned.

- Provides leadership and expertise to all stakeholders that increase equitable access to high standards and high quality instruction for all English Learners. Utilizes data analysis and/or program evaluation to make informed decisions with a focus on student achievement
- Develops short and long range planning, leadership, vision and development of District policies as they relate to Title III programs, ESL and bilingual education programs, and dual language instruction programs
- Monitors compliance and effectiveness of program interventions
- Develops systems and metrics to show progress of programs and plans that leads to successful English language acquisition
- Prepares and develops all state required applications and reporting in close collaboration with Title III office and the Office of Federal Programs



- Ensures cooperation, collaboration and communication with administration team members so that ESL is represented in staff development offerings, curriculum planning, textbook and materials selection and adoption, and instruction
- Develops and manages Title III budget and provides expenditure control for the ESL department
- Accountable for the efficient and effective operation of the ESL/Bilingual Department
- Works closely and collaboratively with Title I office, Special Education, Gifted and Talented, and College and Career Readiness departments
- Supervises and evaluates ESL administrative staff responsible for programs and services to EL students
- Stays informed of all legal requirements governing Title III, ESL/bilingual education, migrant and immigrant student definitions according to federal law and its implications for the districts
- Develops and implements procedures for instructional and support services which are consistent with Federal and State guidelines for services to EL's
- Empowers positive, responsive relationships with parents, advocates, and community members
- Facilitates meetings of the ESL Advisory Committee
- Provides quarterly reports of progress of ESL plan implementation and receives input on needed plan revisions and amendments
- Performs other related duties as assigned

Qualifications

- Bachelor's degree in education *required*
- Bilingual education or TESOL concentration *preferred*
- ESL Certification and Michigan Teaching Certification *preferred*
- Minimum of three years of progressively responsible administrative experience in ESL and/or general education in a public K-12 setting
- Demonstrated understanding of school operations and programs
- Knowledge of state and federal laws, regulations and interpretation regarding the Title III programs for English Language Learners
- Demonstrated success leading major organizational change initiatives (with the involvement of diverse internal and external stakeholders) that resulted in measurable and sustainable improved student achievement
- Demonstrated leadership skills, written and oral communication skills
- Must be able to work effectively in a team environment
- Experience in curriculum and instruction with knowledge of differentiated strategies for diverse learners in both general and ESL settings
- Strong computer skills including MS Office applications, web-based resources and email
- Utilizes basic technology tools designed to communicate, deliver instruction, and analyze student instructional data

The Education Achievement Authority does not discriminate against, deny benefits to or exclude participation by any person in its programs, activities or employment on the basis of age, race, sex, color, national origin, creed, religion or handicap.